

Preparations

1. Make sure that the received json file and annotate.py file are within the same folder on your computer.
2. Make sure the required software is installed, if this is done then you should be able to run the python file in order to start the annotation process.

Software Requirements

In order for the annotation script to work the following software has to be installed on your computer:

- Python 3
- Pandas package for python

The easiest way to install both of these is to install the Anaconda package available here <https://docs.continuum.io/anaconda/install/>. However this does also install several other python packages.

If you instead want to only install Python and the Pandas package download Python from <https://www.python.org/>, a guide for installing python can be found here <https://realpython.com/installing-python/>.

In order to install Pandas you first have to install Pip. The following link provides instructions on how to install Pip: <https://pip.pypa.io/en/stable/installing/>

Pandas can thereafter be installed by running `pip install pandas` in the command prompt of your system.

Goal

The goal of the annotation process will be to link individuals detected in 18th century notary documents to individuals in a large database of VOC employees.

Guidelines

Each entry will show you the following information:

	Notary Information (index number)	VOC Information (index number)
Name	(Notary Name)	(Original Name) / (Normalized Name)
Dates	(Notary Date)	(Leave Date) / (Return Date)
Ships	(Found Ships)	(Leave Ship) / (Return Ship)
Rank	(Found Rank)	(Rank)
Locations	(Found Location)	(Place of Origin)

Everything between brackets will be replaced by the actual information of the individuals that will be compared. When annotating please follow the following steps:

1. Check if the (Notary Name) matches either the (Original Name) or the (Normalized Name).
To counteract missing a match due to misspelling of the name, matches with similar names are also shown. Some of these names are actual different names and not simply a case of different spelling.
An example of a possibly misspelled name would be: Hendrik Volkerts → Hendrik Volkers
An example of a different name would be: Jan van Dam → Jan van Dalen
2. Compare the (Notary Date) to the (Leave Date) / (Return Date), the closer the (Notary Date) is to either one of the dates, the higher the chance the entries are a match. Please note that an exact match between dates is highly improbable and any date within 90 days of either the (Leave Date) or (Return Date) is considered a possible match.
3. Compare the (Found Ships) to the (Leave Ship) and (Return Ship), if at least one ship matches this is a strong indicator that the entries are a match. If both ships match, then it is a very strong indicator that the entries are a match.
4. Compare (Found Rank) to (Rank), if they match this is a moderate indicator that the entries are a match. Whilst a match in rank alone is not enough to indicate that the entries are match, please pay extra attention at step 7. Please note that for the rank of Schipper, the notary Jan Verleij uses several different synonyms, usually a variation of Capitein Luitenant. Please pay attention to this if the rank of Schipper has not been found in the text.
5. Compare (Found Location) to (Place of Origin), any match aside from "Amsterdam" is a moderate indicator that the entries are a match. Whilst a match in location alone is not enough to indicate that the entries are match, please pay extra attention at step 7.
6. If Name, Date, Ship, Rank, and Location match then it can be assumed that the entries are a match, type y and hit enter to confirm this. If this is not the case go to step 7.
7. If Name and Date match, type text and hit enter. This will show you the Handwritten Text Recognition text of the notary entry. While this text might be very hard to understand, please scan the text for variations of the following keywords which might indicate involvement with the VOC: "Schip", "Oostindische Compagnie", "Oostindie", "Kamer Amsterdam", "Kamer Zeeland". If there are any matches in Ship, Rank, or Location, then please also look for these words.
8. If after scanning the text you think the entries are match, type y and hit enter. If not type n and hit enter.
9. Once all entries have been annotated the program will shut down. Please send the *dataset*_final.json file that is now present in the same folder as the annotate.py file back.

Possible Issues

What to do when you are uncertain whether an entry is a match or not:

Please note down the name and index number of both the Notary information and VOC information. Assign this entry as a match and once you are done annotating provide the recorded name and index numbers along with the final.json file.

What to do if you want to stop annotating:

If you would like to stop annotating please enter stop and hit enter. This will save your current progress in the final.json file. If you would later like to continue annotating, you can simply run the annotate.py file again. The script will then check the final.json file for the last entry and allow you to continue annotating from there.

Tips

After scanning the Handwritten Text Recognition text and you have determined the person did not sail for the VOC, please pay attention to the Notary Information index number. You might receive more entries for the same person with the same Notary Information index number. This allows you to immediately confirm that the entries are not a match.

Example

	Notary Information 54430	VOC Information 127163
Name	Hendrik Volkerts	Hendrik Voerden / Hendrik Voert
Dates	1748-09-09	1748-09-20 / 1749-06-19
Ships		DUINENBURG / None
Rank		Soldaat
Locations		Ollenburg
Are these persons the same? y/n:		

Since the name is most probably not a match and none of the ships, rank, or location has been found, this can be indicated to not be a match.

	Notary Information 54430	VOC Information 365319
Name	Hendrik Volkerts	Hendrik Volkers / Hendrik Volkers
Dates	1748-09-09	1746-05-07 / 1748-08-31
Ships	Akerendam / AKERENDAM	Akerendam / AKERENDAM
Rank		Schipper
Locations		Den haag
Are these persons the same? y/n:		

The name is similar enough to be a simple misspelling, the date of the notary entry is close to the return date of the VOC employee and the ship he sailed on has been found in the notary text.

	Notary Information 54430	VOC Information 365319
Name	Hendrik Volkerts	Hendrik Volkers / Hendrik Volkers
Dates	1748-09-09	1746-05-07 / 1748-08-31
Ships	Akerendam / AKERENDAM	Akerendam / AKERENDAM
Rank		Schipper
Locations		Den haag
Are these persons the same? y/n:		
text		
No: 335 Procuratie gecasseerd den 9e: Sept: 1748bOp heden den 9: Aep E des Jaars 1755 Compareerden Voor Jan herleid Nota ris publiek bij den Ed Van Hollander Geadmitteert binnen Am Resideerende D' E Gedene 9e Sip: 1748 gd' E goen Groenhuijs van Wildervank in 't Br: 1746 mede 'tSchip Akerendam voor Krank bezoeker voor de kamer Amsterdam na oostindien uijtgevar en en nu onlangs met 't Selve Schip en in deselve qt: voor de gemelde kaer amttter dam geoepatrieert en behoorlijk affged ankt wonende hij Comp: binnen dese Stad ewelke Verklaarde bij desen te Constitueeren &magtig te maken de Hr: Capn Luijte nant Hendrik Volkerts Ommeen den Naam & van Wegens de Comparant te eischen vorderen & ontfangen van de Ed: Heeren Bewin d hebben van de oostinde Compr: ter kamere Amsterdam voorn: Sijn Comparants kist onder hun Ed: berus tende einde gemer kt G: g: Voorden onlfangst behoorlijk Quitantie te verllen & voor namaning t Caveeren Des nooos oek daen oven de Vereijs t sal werden de Cautien te stellen ende Borgen en de miteijs te beloven alle nodige enstantien tot den ontlangst te doen en voorts omtrent het voorenstaande nog alts omeer te doon & verrigten t geen Vereijst sal verden en hij Comparante sel fs pressent sijnde Soude konnen of mogen doen met magt van Substitutie & belooft van Sjnpatie & Ralificate onder Verb and als na RegtenAldus gecasseerd binnen Amsterdam Presentie van Barend Meegerse Van en Jan Groene Seld als betuigen Gev s Geechtijgen Barend Melges Wan Laart Jan Geseneeeldt Jan herleid Nots:		

In the text of this entry we can see keywords like kamer Asmterdam and oostindien. Hendrik Volkerts is mentioned as the Capn Luijtenant of the ship Akerendam. Since Capn Luijtenant or variations hereof are commonly used to indicate the rank of Schipper by the notary Jan Verleij we can deduce that these entries are a match.